



# Utah Dispute Resolution

The Law and Justice Center  
645 South 200 East  
Salt Lake City, Utah 84111  
Phone: (801) 532-4841  
Fax: (801) 531-0660

APPLICATION  
FOR  
EMPLOYMENT

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Other names used: \_\_\_\_\_

***Please read the following instructions carefully before filling out your application. All requested information must be furnished. The information that you give will be used to determine your qualifications for employment. It is important that you answer all questions fully and accurately, including your original signature. Failure to do so will result in the rejection of your application for consideration.***

Position for which you are applying: \_\_\_\_\_

Are you at least 18 years of age?  Yes  No

Can you provide documentation verifying your right to work in the United States?  Yes  No

Are you related to anyone who works for Utah Dispute Resolution?  Yes  No

Provide name(s) and relationship(s): \_\_\_\_\_

Do you have a valid Drivers License?  No  Yes DL# \_\_\_\_\_ State: \_\_\_\_\_

Have you ever been convicted (as an adult) of a felony that has not been expunged from your record?

No  Yes Please explain: \_\_\_\_\_

Have you ever been convicted (as an adult) of a misdemeanor that has not been expunged from your record?

No  Yes Please explain: \_\_\_\_\_

Are you currently restricted by any professional sanctions?

No  Yes Please explain: \_\_\_\_\_

Have you graduated from High School?  Yes  No

If not a high school, specify GED or other certificate: \_\_\_\_\_

Have you had any experience in the field of dispute resolution?  No  Yes

Please explain: \_\_\_\_\_

\_\_\_\_\_

List languages you speak, read, and write other than English: \_\_\_\_\_

## WORK EXPERIENCE

Take time to fill in this section carefully and completely. Answers given in this section may be verified with former employers. Start with your present or most recent position and work backwards. If more space is necessary for listing your experience, use a separate sheet of paper. **Resumes may be attached, but YOU MAY NOT USE A RESUME AS A SUBSTITUTE FOR FULLY COMPLETING THIS SECTION.**

Position Title:	Dates of Employment (month & year): From: To:	Supervisor: Hours per week: Salary:
Employer (company) name and address:	Your duties:	
Reason for leaving:		

**NOTE: Your Current employer will be contacted if you are a finalist for the position.**

Position Title:	Dates of Employment (month & year): From: To:	Supervisor: Hours per week: Salary:
Employer (company) name and address:	Your duties:	
Reason for leaving:		

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**EDUCATION***High school and post high school education (colleges, universities, vocation or trade schools, etc.)*

Name and location of school	Semester Hrs Completed	Quarter Hrs Completed	Did you Graduate?	Degree Awarded	Major Course of Study

List professional or trade licenses, certificates or registrations:

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**REFERENCES***Please list the names, addresses, and telephone numbers of three (3) individuals who are not related to you, but either supervised you or are associated with you professionally.*

<i>Full Name</i>	<i>Business or Home Address</i>	<i>Occupation/Title &amp; Relationship</i>	<i>Telephone Number</i>

**CERTIFICATION AND RELEASE STATEMENT***Be careful that you have answered all questions on your application correctly and considered all statements fully so that your eligibility can be decided on all the facts. Sign your name below in ink.*

The information I have given on or attached to this application is true and correct to the best of my knowledge. Having made application for employment with Utah Dispute Resolution (UDR), I hereby authorize UDR to conduct a thorough background check including but not limited to references, employment record, convictions, and criminal record. I understand that such background checks will only be made upon final selection for hire, and that all information will be kept confidential and released only to authorized individuals. I also understand that any falsification of data on my part will result in disqualification from further consideration or result in termination. I hereby release UDR from any civil or criminal liability arising from my background check.

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 Signature of Applicant

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 Date

**UTAH DISPUTE RESOLUTION IS AN  
EQUAL OPPORTUNITY EMPLOYER**

Appointments are made without regard to sex, age, race, creed, religion, national origin, ancestry, marital status, disability, or other non-job related criteria.

Utah Dispute Resolution believes in equal opportunity principles. Consequently, we attempt to track our applicant flow for every recruitment. While your participation is entirely voluntary, your cooperation in providing this information is greatly appreciated.

Please fill out this sheet completely. **DO NOT** sign your name. This sheet will be removed from your application upon receipt. The information you provide is confidential and will **not** be used in the consideration of your application.

Position applied for: \_\_\_\_\_

Date: \_\_\_\_\_

**Sex**

- Male
- Female

**Age**

- 39 or less
- 40 and over

**Ethnic Group:**

- Asian/Pacific Islander
- Black (not of Hispanic origin)
- Hispanic
- Native American/Alaskan Native
- White (not of Hispanic origin)
- Other (please specify)